



UBC Engineering Co-op Work Term Sequence Change Form – Undergraduate

Last Name:

First Name:

Phone:

Student Number:

Discipline:

You are required to complete the table below by filling out the relevant details of your current co-op/academic schedule and your requested sequence modification(s) by indicating the cycle of academic (“study”) terms and work terms.

Sequence change requests submitted with missing information will be declined. If you are seeking to withdraw from the Co-op Program, you must use the [Co-op Withdrawal form](#).

Sequence modifications are to be submitted to the Co-op Office four-months prior to the term impacted (see page 2 of this form). Please consult a Co-op Coordinator regarding any questions and/or if you have missed the deadline.

SELECT Start Year																		
Term	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)	Fall (T1)	Winter (T2)	Sum (S)
Current	S1	S2	off	S3	S4													
Request																		

Codes: **S** = Study Term (e.g. S1, S2, S3); **WT** = Work Term (e.g. WT1, WT2); **off** = term off (not working, not studying); **CIE** = APSC Coordinated International Experience; **EXCH** = other UBC exchange program (not CIE); **GRAD** = graduation term

Reason for change request: (Indicate the appropriate reason below. If requested, attach a letter outlining your circumstances)

- | | | |
|---|---|---|
| <input type="checkbox"/> Secured/Extending to an 8 month work term | <input type="checkbox"/> Secured/Extending to a 12 month work term | <input type="checkbox"/> Secured/Extending to a 16 month work term |
| <input type="checkbox"/> To complete required academic courses | <input type="checkbox"/> To participate in an APSC Coordinated International Experience (CIE) | <input type="checkbox"/> To participate in a UBC academic exchange or similar program |
| <input type="checkbox"/> Personal/Extenuating circumstances (attach letter) | <input type="checkbox"/> Other (attach letter) | |

If you are extending a current work term or have secured a position not via a posting in PD Portal, please list the name of the employer below and include a copy of the offer/extension letter.

By submitting this completed, signed form, you are confirming that you have read and agree to the policies and procedures outlined on the reverse of this form.

Employer (if applicable)

Student Signature

Date

Engineering Co-op Program Approval:

Additional information (optional)

Signature

Name (please print)

Approval date

**Co-op Work Term Sequence Change policies and procedures:**

- The typical undergraduate co-op schedule normally includes five work terms, beginning in summer after the fourth academic term (year 2), and a total of eight academic terms. The co-op schedule for students admitted to the program after year 2 or transferring from another institution may be modified reducing the total number of work terms.
- Ensure to indicate your reason for this requested change to the standard co-op work term sequence and include any supplemental information as an attachment.
- The onus lies with the student to investigate and understand all possible impacts to your academic schedule and course scheduling for any changes requested on this form.
- You must consult with your academic advisor(s) before completing this form and/or agreeing to co-op employment that deviates from your original schedule that will impact your co-op sequence, e.g. applying to an 8, 12 or 16 month position when your co-op sequence does not currently schedule multiple, consecutive work terms.
- You must obtain approval from your academic advisor(s) for changes that will impact your academic schedule. Note:
 - Academic courses offered in T1 may not be offered in T2 or vice versa. Departments are not obligated to provide access to courses for students completing program outside of standard sequence.
 - Deviating from your original co-op/academic schedule may result in a delay in your graduation.
 - Due to Capstone projects and fourth year requirements, students are required to complete the fourth year of the degree program in two consecutive academic terms, i.e. T1 immediately followed by T2 (in the same academic year)
- As per Co-op Terms and Conditions, a request to remove a work term in which you are already employed will not be approved, regardless of how the work term position was secured (i.e. outside of PD Portal)
- In order to graduate with co-op standing, you must have successfully completed a minimum of four work terms with at least two different seasons of the three seasons (summer, fall, winter). If you are participating in an APSC Coordinated International Experience (CIE), please speak to a Co-op Coordinator regarding graduation with co-op standing.
- Your final term prior to graduation must be a full-time academic, i.e. a “study” term (e.g. S8, S9).
- As per Co-op Terms and Conditions, if you secure work term employment after withdrawing from the scheduled co-op work term, you will advise the co-op office of the change and will be enrolled in the appropriate co-op course for the work term(s).
- Approval of this request does not prevent requests for future changes to your co-op sequence to accommodate other changes due to employment or academic requirements or extenuating circumstances.
- You can request to add an additional work term, up to a total of six work terms, before your final academic term. (*International students see below)
- *International Students only:*
 - You must have a valid Co-op Work Permit before you begin your confirmed work term(s)
 - Your Co-op Work Permit can only be used for approved Co-op work term(s). You cannot to use your Co-op Work Permit for an employment position which is not approved nor registered as an official UBC co-op work term.
 - *If you have any questions regarding your status in Canada, your study or co-op work permit, contact an International Student Advisor at the UBC Life Building (Vancouver) or the University Centre (UNC) (Okanagan)

Please complete this form and email it directly to your Co-op Coordinator (<https://coop.engineering.ubc.ca/contact/>) or drop it off at the Engineering Co-op Office prior to the due dates outlined in the UBC Engineering Co-op Terms & Conditions (listed below) if you do not intend to participate in the job search term outlined:

- Schedule change requests must be received by the following dates:
 - a) December 31st for Summer term (May to August)
 - b) April 30th for Fall (T1) term (September – December)
 - c) August 31st for Winter (T2) term (January – April)